

Process Changes

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**Strive for continuous
improvement, instead of
perfection.**

Kim Collins

Process Changes

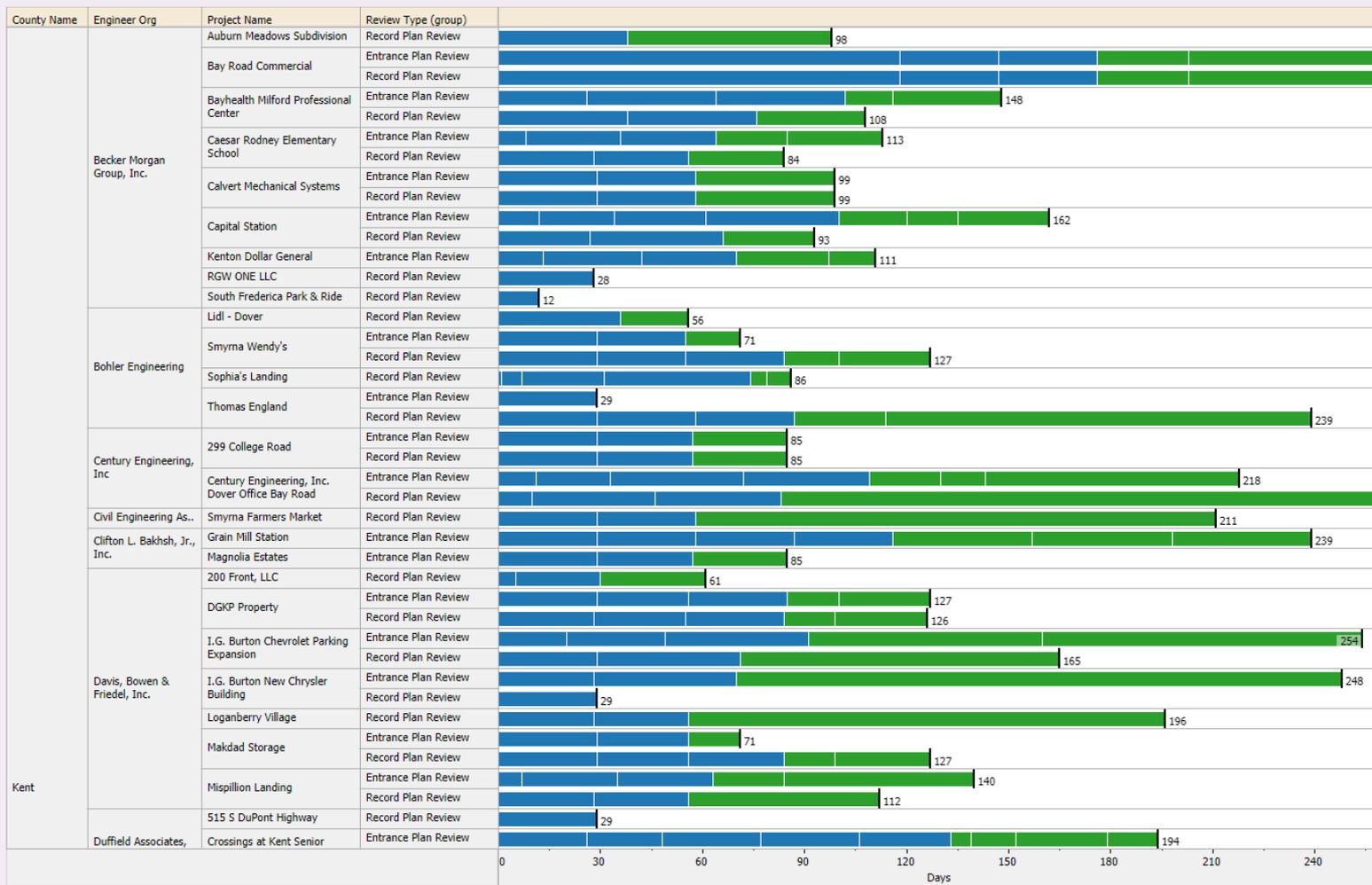
- Tableau Reporting
- LONOR – RED
- Pilot Deed Process
- TIS and the PDCA
- Multiple Engineers on a Project
- Checklists



Tableau Reporting

- The goal has been set for 2 reviews then approval.
- All tracking is completed in Tableau and is based on the information gathered and stored in PDCA.
- Currently have the ability to post publicly.
- We are in the process of adding the reports to the DeIDOT website.

Tableau Reporting



Average Iterations

2.93

Review Type

- Entrance Plan Review
- Record Plan Review

Time Period Quarterly

- (All)
- First Q 2018
- First Q 2019
- Fourth Q 2018
- Second Q 2018
- Second Q 2019
- Third Q 2018
- Third Q 2019

Time Period Yearly

- (All)
- 2017
- 2018
- 2019

County Name

- (All)
- Kent
- New Castle
- Sussex

Engineer Organization

- (All)
- A. Morton Thomas and Asso...
- A+E Group, Inc.
- Adams Kemp Associates, Inc.
- AECOM
- Alan O Kent Land Surveying ...
- Anderson Civil Engineering
- Apex Engineering, Inc.
- Atlantic Group & Associates, ...
- Atlantic Surveying and Mappi...
- AWB Engineers
- Axiom Engineering LLC
- Beacon Engineering, LLC
- Becker Morgan Group, Inc.
- Bergmann Associates
- Bohler Engineering

LONOR - RED

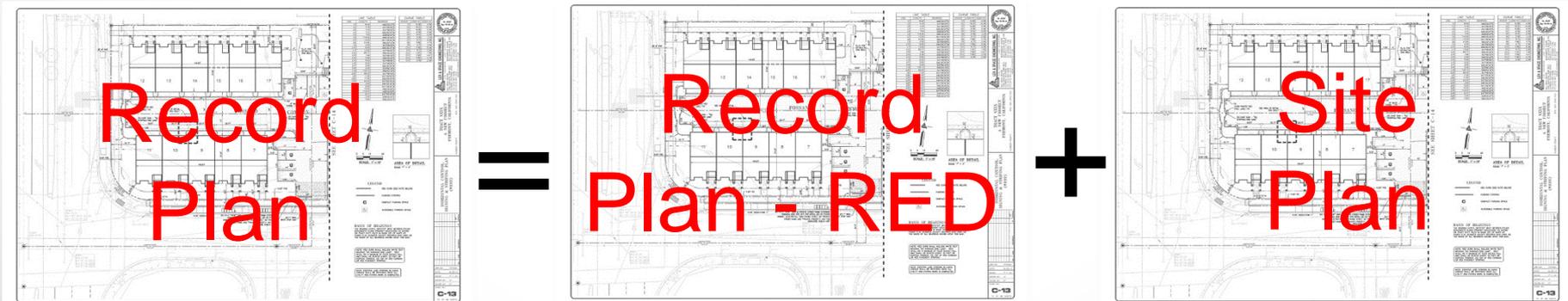
- Fairly new process as an *alternative* to the Record Plan
- RED = Right of Way, Easements and Dedications
- Can only be used on commercial sites
- Created as an option for projects in areas where local land use agencies do not require recordation of site information

LONOR - RED

- A Record Plan - RED
- Preliminary Site Plan
- Entrance/Construction Plan

must be submitted
at the same time

There are checklists located on the DeIDOT website to help determine what information needs to be on which plan.



Pilot Deed Process

- DeIDOT's intention is to record a deed for all property rights associated with any required dedication along the frontage roads of a development proposal, including any easements.
 - This would be ***in addition*** to the recorded record plan and covers DeIDOT should the record plan ever expire.
 - This would not include the right-of-way for any proposed streets within the proposed subdivision.
- Creating and recording the deed will be at DeIDOT's expense.
 - *The Engineer will be required to specify the metes and bounds for all dedications to help streamline the process.*

Pilot Deed Process

- Current plan is to pilot approx. 15 projects.
- Determine what worked and what didn't.
- Then update the Regulation with new requirements.



TIS and the PDCA

- The entire TIS workflow is now in the PDCA. Effective Oct 2nd.
- You will now create submissions based on where you are in the TIS process.
- Guidance is on the web.
- Review types include:

Submissions

■ Request TIS Cost Estimate - Option B 1, 09/05/2019

■ Final TIS Review Letter 1, 09/05/2019

■ Final TIS Report 1, 09/05/2019

■ TIS/TOA Traffic Counts 1, 09/05/2019

■ None

■ Draft TIS Review Letter 1, 09/05/2019

■ Preliminary TIS Report 1, 09/05/2019

■ TIS/TOA Scoping Meeting Request 1, 09/05/2019

Multiple Engineers

- For projects with multiple engineers, they can now all access the same project at the same time.
- This helps limit confusion on our end with multiple records for the same project.
- Also helps share information between firms.

Multiple Engineers

[<< Back to Project List Dashboard](#)

Project: TIS test rmw 3

Site Information ▲

Protocol Tax Parcel #

2-05-07709-02-4200-00001

Tax Parcel #

2-05-07709-02-4200-00001

Meeting Request ▲

Existing Meeting Request:

Request Type

Meeting Date

Required Review Types ▲

Review Type

None

LONOR / Record Plan

LONOR / Record Plan – RED

Commercial Entrance Plan

Subdivision Construction / Entrance

Subdivision Street

Upload a Recorded Record Plan

Project Information

Delete

Save Project

Project Name: TIS test rmw 3

Developer Org: Curve Development ▼

County: Kent

Developer: Circle, Cynthia ▼

Project Type: Major

Primary Site Engineer Org: Quadrilateral Engineers ▼

Primary Site Engineer: Kite, Kathy ▼

Fee Payments

Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	Calculate
Construction		\$0.00	Calculate and Pay
Area Wide Study		\$0.00	Calculate and Pay
Shared Use Path		\$0.00	Calculate and Pay
Perform TIS		\$40000.00	Calculate and Pay

+ Add Additional Fee Payment

Project Documents ▼

Additional Project Engineers



Checklists

- 2 Basic Types

Design Checklists:

-  Minor Subdivision Checklist - 10/23/2018
-  Lot Line Adjustment Checklist - 01/29/2016
-  Development Coordination Gatekeeping Checklist – 04/04/2017
-  Record Plan Checklist – 09/27/2016
-  Entrance Plan Checklist – 09/27/2016
-  Subdivision Streets Checklist – 09/27/2016
-  LONOR – RED Checklist – 04/24/2018
-  Site Plan Checklist – 04/24/2018

Critical Items for Acceptance:

-  Record Plan – 8/28/2019
-  Entrance/Construction/Subdivision Plan Set – 8/28/2019
-  LONOR-RED – 8/28/2019
-  Electronic Approval - 12/7/2018

Checklists

- Currently only the Critical Items checklists are integrated into the PDCA.
- Moving forward, we intend to integrate the Design checklists into the PDCA.
- Outside Engineers have offered to work with DeIDOT to update the checklists prior to integration to PDCA.



Any Questions??

**We all need people who will
give us feedback. That's how
we improve.**

Bill Gates